

**CITY OF OWOSSO
REGULAR MEETING OF THE CITY COUNCIL
MINUTES OF DECEMBER 16, 2024
6:30 P.M.
VIRGINIA TEICH CITY COUNCIL CHAMBERS**

PRESIDING OFFICER: MAYOR ROBERT J. TEICH, JR.

OPENING PRAYER: PASTOR BILL MOULL
OWOSSO FREE METHODIST CHURCH

PLEDGE OF ALLEGIANCE: JIM SLINGERLAND

PRESENT: Mayor Robert J. Teich, Jr., Councilmembers Janae L. Fear, Carl C. Ludington, Emily S. Olson, Rachel M. Osmer, and Christopher D. Owens.

ABSENT: Mayor Pro-Tem Jerome C. Haber.

APPROVE AGENDA

It was noted that an addendum to the agenda was presented to Council and two motions would be required should the members wish to amend the agenda.

Motion by Councilmember Olson to add the following items to the agenda:

ITEMS OF BUSINESS

3. New Year's Eve Block Party Permission.
4. New Year's Eve Fireworks Permit Request.

Motion supported by Councilmember Owens and concurred in by unanimous vote.

Motion by Councilmember Osmer to approve the agenda as amended.

Motion supported by Councilmember Olson and concurred in by unanimous vote.

APPROVAL OF THE MINUTES OF REGULAR MEETING OF DECEMBER 2, 2024

Motion by Councilmember Ludington to approve the Minutes of the Regular Meeting of December 2, 2024 as presented.

Motion supported by Councilmember Osmer and concurred in by unanimous vote.

PROCLAMATIONS / SPECIAL PRESENTATIONS

***Audit Presentation**

Ken Berthiaume, Principal CPA, with Berthiaume & Co. CPA presented the annual audit for the year ending June 30, 2024. He reported that the audit went smoothly, there were no problems with procedures and controls, and very few adjusting journal entries were required. He further noted that the City appears to be healthy financially, with a strong balance sheet, solid pension funding, stable business funds, and adequate cash balances. Mr. Berthiaume gave the City an unmodified opinion and said that its financial statements fairly state the condition of the City as of June 30, 2024.

PUBLIC HEARINGS

Proposed Special Assessment District No. 2025-104 - Hazards and Nuisances – 609 Martin Street

Master Plan Implementation Goals: 1.1

A public hearing was conducted to receive citizen comment regarding proposed Special Assessment District No. 2024-104, Hazards and Nuisances, as it relates to unpaid costs incurred in the altering, repairing, tearing down, abating or removing of hazards and nuisances at 609 Martin Street.

There were no citizen comments received prior to, or during the hearing.

Whereas, the Council, after due and legal notice, has met and there being no one to be heard, motion by Councilmember Olson that the following resolution be adopted:

RESOLUTION NO. 213-2024

**AUTHORIZING THE ROLL FOR
SPECIAL ASSESSMENT DISTRICT NO. 2025-104 - HAZARDS & NUISANCES
FOR 609 MARTIN STREET**

WHEREAS, the City Council has met, after due and legal notice, and reviewed the Special Assessment Roll for Hazards and Nuisances District No. 2025-104 prepared for the purpose of defraying the unpaid costs incurred in the altering, repairing, tearing down, abating or removing of hazards and nuisances on the following described property:

PARCEL#	SERVICE ADDRESS	TYPE	AMOUNT
050-113-008-016-00	609 Martin St	Removal of foundation and debris from the property	\$ 11,466.33

and

WHEREAS, after hearing all persons interested therein and after carefully reviewing said Special Assessment Roll-Hazards and Nuisances the Council deems said Special Assessment Roll-Hazards and Nuisances to be fair, just and equitable and that the assessment contained thereon results in the special assessment being in accordance with the unpaid costs incurred in the altering, repairing, tearing down, abating or removing of hazards and nuisances of said property.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. Said Special Assessment Roll-Hazards and Nuisances as prepared by the City Assessor in the amount of \$11,466.33 is hereby confirmed and shall be known as Special Assessment Roll-Hazards and Nuisances District No. 2025-104.
2. Pursuant to MCL 211.78k(c) said special assessment roll shall be divided into ten (10) equal annual installments, the first of which shall be due and payable on September 1, 2025, and the subsequent installments shall be due on September 1st of each and every year thereafter. Payment of the amount of the special assessment may be made in full without interest or penalty by November 1, 2025. Annual special assessment bills are not mailed by the City. It is the property owner's responsibility to contact the Treasurer's office for the amount of the annual payment if they do not wish for the amount to be placed on the winter tax bill.
3. The installments of the special assessment rolls shall bear interest at the rate of 3% per annum; provided, however, if the bonds are issued in anticipation of said special assessments, then such unpaid special assessment shall bear interest at a rate of interest equal to 1% above the average rate of interest borne by said bonds. Such interest shall commence on September 1, 2025 and shall be paid annually on each installment due date.
4. Said Special Assessment Roll-Hazards and Nuisances District No. 2025-104 shall be placed on file in the office of the City Clerk who shall attach his warrant to a certified copy thereof within ten (10) days commanding the Assessor to spread the various sums shown thereon as directed by the City Council.

Motion supported by Councilmember Owens.

Roll Call Vote.

AYES: Councilmembers Fear, Ludington, Owens, Olson, Osmer, and Mayor Teich.

NAYS: None.

ABSENT: Mayor Pro-Tem Haber.

CITIZEN COMMENTS

Bill Moull, 1335 W. North Street, reminded everyone that the holidays can be a time of great pain for those dealing with difficulties. He asked everyone to recognize their pain. He also held a moment of silence for those who passed away in 2024.

COUNCIL COMMENTS

Mayor Teich gave kudos to Planning & Building Director Tanya Buckelew for her work on the MI-HOPE Grant. He congratulated her for receiving a \$100,000 High Performer Award, which will allow an additional five homes to be made more energy efficient.

CONSENT AGENDA

Motion by Councilmember Osmer to approve the Consent Agenda as follows:

Boards and Commissions Appointments. Approve the following Mayoral Boards and Commissions appointments:

Name	Board/Commission	Term Expires
Ronald Dankert*	Board of Review	12-31-2029
Nicholas Albertson	Planning Commission	06-30-2027

* Indicates reappointment

***Change Order – 2024 Sidewalk Program Contract.** Approve Change Order No. 1 to the 2024 Sidewalk Replacement Program Contract adding \$159,750.00 for the 2025 Sidewalk Replacement Program, and approve payment to the contractor up to the amended amount of \$297,280.00 upon completion of the work or portion thereof as follows:

RESOLUTION NO. 214-2024

**AUTHORIZING CHANGE ORDER NO. 1
TO THE CONTRACT BETWEEN THE CITY OF OWOSSO AND
LOPEZ CONCRETE CONSTRUCTION, LLC
FOR THE 2024 SIDEWALK PROGRAM**

WHEREAS, the city of Owosso, Shiawassee County, Michigan, approved a contract with Lopez Concrete Construction, LLC on February 20, 2024 in the amount of \$137,530.00 for sidewalk replacements throughout the city during the 2024 construction season; and

WHEREAS, Lopez Concrete Construction, LLC has offered to extend the contract for the 2025 construction season with a 5% increase to unit prices and a change order is necessary to increase the contract amount; and

WHEREAS, Lopez Concrete Construction, LLC has completed the sidewalk program in 2022 and 2024 and performed high quality work and city staff recommends extending the contract.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Owosso, Shiawassee County, Michigan that:

- FIRST: it has heretofore determined that it is advisable, necessary and in the public interest to extend the 2024 Sidewalk Program contract with Lopez Concrete Construction, LLC to include work for the 2025 construction season by increasing the contract amount by \$159,750.00 for additional sidewalk replacement, bringing the contract total to \$297,280.00.
- SECOND: the mayor and city clerk are instructed and authorized to sign the document substantially in form attached as Change Order No. 1 to the Contract for Services between the city of Owosso and Lopez Concrete Construction, LLC.
- THIRD: the accounts payable department is authorized to pay Lopez Concrete Construction, LLC for work satisfactorily completed up to the revised contract amount of \$297,280.00.
- FOURTH: the above additional expenses shall be paid from FY2025-26 Major and Local Street Maintenance Funds accounts 202-463-818.000 and 203-463-818.000, and other funds as appropriate.

Master Plan Implementation Goals: 3.4, 5.2, 5.21

***MI-HOPE Grant Amendment - Additional Funds Acceptance.** Accept Amendment No. 2 to the Michigan Housing Opportunities Promoting Energy Efficiency Grant # ARP-2023-37-MIH (MI-HOPE) for additional awarded funds in the amount of \$100,000 to complete home improvement projects for an additional five selected residential homes in accordance with the Grant Program Guidelines as follows:

RESOLUTION NO. 215-2024

**APPROVING AMENDMENT NO. 2 TO
THE MICHIGAN HOUSING OPPORTUNITIES PROMOTING ENERGY EFFICIENCY (MI-HOPE)
GRANT #ARP-2023-27-MIH
FOR THE AWARD OF HIGH PERFORMER FUNDS**

WHEREAS, the City of Owosso applied for and received a MI-HOPE Grant totaling \$105,000 in the Spring of 2023 to assist property owners in funding energy efficiency improvements, such as window replacement, HVAC replacement, and appliance upgrades; and

WHEREAS, the City of Owosso further applied for another phase of the grant and received an additional \$160,000 in March of 2024 (total grant of \$265,000 = \$250,000 for home improvement projects and \$15,000 for administrative costs); and

WHEREAS, the City of Owosso was recently awarded High Performer funds of an additional \$100,000, for a total of \$350,000 for home improvement projects; and

WHEREAS, the beneficiaries of this additional funding will include five residents in the community that experienced a Qualified Financial Hardship associated with the coronavirus pandemic; and

WHEREAS, the City of Owosso will not be required to match any grant dollars, but will serve to administer the grant, be a pass-through entity for grant funds, and abide by the terms and conditions set forth in the grant agreement.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Owosso, Shiawassee County, Michigan that:

FIRST: it has heretofore determined that it is advisable, necessary and in the public interest to approve Amendment No. 2 for the acceptance of additional funds in the amount of \$100,000.00 for the MI-HOPE Program Grant Agreement, Grant # ARP-2023-37-MIH, between the Michigan State Housing Development Authority and the City of Owosso.

Master Plan Implementation Goals: 3.7

***Change Order - MI-HOPE Grant Construction Project.** Approve Change Order No. 4 to the contract with Merkel & Kenney, Inc. for the MI-HOPE Grant Construction Project in the amount of \$100,000.00 for complete home improvement projects for an additional five selected residential homes and further authorize payment to the contractor upon satisfactory completion of the work or portion thereof up to the amount of \$346,126.00 as follows:

RESOLUTION NO. 216-2024

**APPROVING CHANGE ORDER NO. 4 TO
THE MI-HOPE GRANT CONSTRUCTION CONTRACT
WITH MERKEL & KENNEY, INC. TO PERFORM
HOME IMPROVEMENT PROJECTS FOR FIVE ADDITIONAL HOMES**

WHEREAS, the City of Owosso applied for and received a MI-HOPE Grant totaling \$265,000 to assist property owners in funding energy efficiency improvements, such as window replacement, HVAC replacement, and appliance upgrades; and

WHEREAS, the original beneficiaries of this grant included eleven (11) residents in the community that experienced a Qualified Financial Hardship associated with the coronavirus pandemic; and

WHEREAS, the City of Owosso received an additional \$100,000 in funding as reward for being a High Performer; and

WHEREAS, the additional funding, in combination with remaining grant funds of \$20,000, will allow five (5) more residential homes to benefit from this grant; and

WHEREAS, the City of Owosso sought bids for a general contractor to perform the additional home improvements; one (1) bid was received from Merkel and Kenney Inc. of Owosso, MI for \$119,520; and

WHEREAS, Merkel and Kenney, Inc. is the current contractor for the MI-HOPE Grant Construction Contract, and as such, the additional amount will be added to the existing contract as Change Order No. 4; and

WHEREAS, this grant project is now expected to be completed by the end of Summer 2025.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Owosso, Shiawassee County, Michigan that:

FIRST: it has heretofore determined that it is advisable, necessary and in the public interest to Approve Change Order No. 4 to the MI-HOPE Grant Construction Contract with Merkel and Kenney Inc. for home improvement projects for an additional five (5) residential homes as a part of the 2023/2024/2025 MI-HOPE Grant (ARP-2023-37-MIH) in the amount of \$119,520.00.

SECOND: the City Manager and the Planning & Building Director, having been previously designated as authorized signers for the grant, are instructed and authorized to sign homeowner and contractor contracts, with one contract signed for each home selected for participation in the program.

THIRD: the Accounts Payable department is authorized to pay Merkel and Kenney Inc. for work satisfactorily completed on the project up to the contract amount of \$346,126.00, with prior approval from MSHDA.

FOURTH: the above expenses shall be paid from the Housing & Redevelopment Fund 254-200-818.000.

Master Plan Implementation Goals: 3.7

***Bid Award – 2025 Drainage Improvement Project.** Approve bid award to Wombat Services, LLC for the 2025 Drainage Improvement Project in the amount of \$125,509.31, and further approve payment to the contractor upon satisfactory completion of the project or portion thereof as follows:

RESOLUTION NO. 217-2024

**AUTHORIZING AWARD OF THE
2025 DRAINAGE IMPROVEMENTS PROJECT
TO WOMBAT SERVICES, LLC OF CHESANING, MICHIGAN**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, has determined that it is advisable, necessary, and in the public interest to clean the ditch within the North Street right-of-way between Chipman Street and Hanover Street and the ditch west of Coventry Court north of Stewart Street within in the City; and

WHEREAS, the City of Owosso sought bids for cleaning these ditches as part of the 2025 Drainage Improvements Project, and the low responsive and responsible bid was received from Wombat Services, LLC in the amount of \$125,509.31; and

WHEREAS, Wombat Services, LLC is hereby determined to be qualified to provide such services.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Owosso, Shiawassee County, Michigan that:

FIRST: it has heretofore determined that it is advisable, necessary and in the public interest to employ Wombat Services, LLC to clean ditches as part of the 2025 Drainage Improvements Project.

SECOND: the Mayor and City Clerk are instructed and authorized to sign the necessary documents to execute the services contract with Wombat Services, LLC in the amount of \$125,509.31.

THIRD: the Accounts Payable Department is authorized to pay Wombat Services, LLC for work satisfactorily completed on the project up to the initial contact amount of \$125,509.31, plus a contingency in the amount of \$20,000.00 upon written approval, for a total of \$145,509.31.

FOURTH: the above expenses shall be paid from the Major and Local Street Maintenance Funds accounts 202-463-818.000 and 203-463-818.000 in the amount of \$62,754.66 each and other funds as appropriate.

Master Plan Implementation Goals: 3.4

***Professional Services Agreement – Governmental Accounting Services.** Authorize a professional services agreement with Taylor and Morgan, C.P.A., P.C. for the provision of onsite governmental accounting services in an amount not to exceed \$30,000.00, and further authorize payment to the firm for services rendered in accordance with the contract as follows:

RESOLUTION NO. 218-2024

**AUTHORIZING A PROFESSIONAL SERVICES AGREEMENT WITH
TAYLOR & MORGAN, P.C.
FOR GOVERNMENTAL ACCOUNTING SERVICES**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, is required to complete an independent audit per Section 8.4 of the Owosso City Charter; and

WHEREAS, the Finance Department has statutory responsibilities per Section 7.5 of the Owosso City Charter; and

WHEREAS, Taylor & Morgan, P.C., a full-service public accounting firm, has submitted a proposal for onsite accounting services for the calendar year ending December 31, 2025; and

WHEREAS, the employment of professional services is an exception to competitive bidding per Section 2-346(2) of the City of Owosso Code of Ordinances.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Owosso, Shiawassee County, Michigan that:

FIRST: it has heretofore determined that it is advisable, necessary and in the public interest to enter into a professional service agreement with Taylor & Morgan P.C. for governmental accounting services, annual budget creation and annual independent audit preparation services.

SECOND: the mayor and city clerk are instructed and authorized to sign the document substantially in form attached as Professional Services Agreement between the City of Owosso and Taylor & Morgan P.C.

THIRD: the accounts payable department is authorized to pay Taylor & Morgan P.C. for work satisfactorily completed, estimated at \$30,000, under said professional services agreement.

FOURTH: the above expenses shall be paid from General Fund Account 101.201.818.000.

Motion supported by Councilmember Owens.

Roll Call Vote.

AYES: Councilmembers Osmer, Ludington, Owens, Olson, Fear, and Mayor Teich.

NAYS: None.

ABSENT: Mayor Pro-Tem Haber.

ITEMS OF BUSINESS

***Audit Acceptance**

Motion by Councilmember Olson to approve the following resolution accepting and placing on file the City of Owosso Financial Report for the Fiscal Year Ended June 30, 2024 as follows:

RESOLUTION NO. 219-2024

ACCEPTING AND PLACING ON FILE THE CITY OF OWOSSO, MICHIGAN FINANCIAL REPORT FOR THE FISCAL YEAR ENDED JUNE 30, 2024

WHEREAS, the City of Owosso is required by the laws of the state of Michigan to annually have an independent audit performed in accordance with generally accepted auditing standards; and

WHEREAS, the Owosso City Charter requires an independent audit be made of all accounts of the city government at the close of each fiscal year per Section 8.14; and

WHEREAS, the City of Owosso employed Berthiaume and Company, certified public accountants, to audit the financial records of the City of Owosso and said audit has been completed and is presented this date to the city council.

NOW THEREFORE BE IT RESOLVED by the city council of the city of Owosso, Shiawassee County, Michigan that:

FIRST: the City of Owosso Annual Financial Report for the Fiscal Year Ended June 30, 2024, attached hereto and made a part hereof as Exhibit A, is hereby accepted and placed on file.

SECOND: a copy of the City of Owosso, Annual Financial Report for the Fiscal Year Ended June 30, 2024 will be maintained on file in the office of the city clerk for public examination, a copy will be placed in the Shiawassee District Library Owosso Branch for public examination, and copies will be sent to those required by law and agreement.

Motion supported by Councilmember Ludington.

Roll Call Vote.

AYES: Councilmembers Ludington, Olson, Osmer, Fear, Owens, and Mayor Teich.

NAYS: None.

ABSENT: Mayor Pro-Tem Haber.

Set Special Meeting

Councilmember Ludington indicated he would be unavailable on the date proposed. It was noted that pushing the goal-setting session out would compromise the time necessary to create the annual Capital Improvements Plan.

Motion by Councilmember Osmer to set a special meeting for Wednesday, January 8, 2025 at 6:30 p.m. for the purpose of conducting a goal-setting session.

Motion supported by Councilmember Olson.

Roll Call Vote.

AYES: Councilmembers Owens, Ludington, Olson, Osmer, Fear, and Mayor Teich.

NAYS: None.

ABSENT: Mayor Pro-Tem Haber.

New Year's Eve Block Party Permission (This item was added to the agenda.)

Master Plan Implementation Goals: 4.2, 4.6, 5.9, 5.12

Motion by Councilmember Olson to approve the request from Owosso Masonic Lodge #81 for the closure of South Washington Street from Comstock Street to Jerome Avenue on Tuesday, December 31, 2024 at 9:00 p.m. until Wednesday, January 1, 2025 at 1:00 a.m. for the New Year's Eve Block Party and further approve Traffic Control Order No. 1526 formalizing the request.

Motion supported by Councilmember Osmer.

Roll Call Vote.

AYES: Councilmembers Owens, Osmer, Ludington, Fear, Olson, and Mayor Teich.

NAYS: None.

ABSENT: Mayor Pro-Tem Haber.

***New Year's Eve Fireworks Permit Request** (This item was added to the agenda.)

Motion by Councilmember Owens to approve the request of Owosso Masonic Lodge #81 for permission to hold a public fireworks display operated by Wolverine Fireworks Display, Inc. during the New Year's Eve Block Party event as follows:

RESOLUTION NO. 220-2024

APPROVING A PUBLIC FIREWORKS DISPLAY PERMIT FOR WOLVERINE FIREWORKS DISPLAY, INC

WHEREAS, Owosso Masonic Lodge #81 wishes to hold a New Year's Eve celebration which includes a fireworks display at midnight; and

WHEREAS, as the legislative body of the City of Owosso, the City Council is required by Public Act 256 of 2011 to approve any public fireworks displays within its jurisdiction; and

WHEREAS, an application has been made by the Lodge and operator Wolverine Fireworks Display, Inc. requesting a permit for a public fireworks display to be held during the New Year's Eve event December 31, 2024; and said application has been reviewed by staff.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Owosso, Shiawassee County, Michigan that:

FIRST: it has heretofore determined that Wolverine Fireworks Display, Inc. is a competent and qualified fireworks display operator and that the proposed display meets the requirements of PA 256 of 2011.

SECOND: it has heretofore determined that it is in the public interest to approve a public display fireworks permit for the downtown New Year's Eve event, with Wolverine Fireworks Display, Inc. serving as operator.

Motion supported by Councilmember Ludington.

Roll Call Vote.

AYES: Councilmembers Olson, Ludington, Owens, Fear, Osmer, and Mayor Teich.

NAYS: None.

ABSENT: Mayor Pro-Tem Haber.

Mayor Teich thanked Councilmember Owens for his efforts to take on this event after it was shelved by the DDA to explore other opportunities. Councilmember Owens thanked all those in attendance this evening that had helped him make this happen.

Councilmember Olson thanked DDA/OMS Director Lizzie Fredrick for all of her past efforts to carry on this event, despite continued issues with manpower and funding. She noted that she had tried hard to make it work up until the point the DDA removed it from their annual calendar of events.

CITIZEN COMMENTS

Pastor Bill Moull, 1335 W. North Street, wished everyone a Merry Christmas asking that all be blessed with hope, peace, joy, and love.

COUNCIL COMMENTS

None.

COMMUNICATIONS

- Nathan R. Henne, City Manager. Fire Hydrant Flushing & Maintenance Program.
- Allie McGuire, DDA/OMS Board. Letter of resignation.
- Tanya S. Buckelew, Planning & Building Director. November 2024 Building Department Report.
- Tanya S. Buckelew, Planning & Building Director. November 2024 Code Violations Report.
- Tanya S. Buckelew, Planning & Building Director. November 2024 Inspections Report.
- Tanya S. Buckelew, Planning & Building Director. November 2024 Certificates Issued Report.
- Kevin D. Lenkart, Public Safety Director. November 2024 Police Report.
- Kevin D. Lenkart, Public Safety Director. November 2024 Fire Report.
- Downtown Development Authority/Owosso Main Street Board. Minutes of December 4, 2024.

NEXT MEETING

Monday, January 06, 2025

BOARDS AND COMMISSIONS OPENINGS

- Building Board of Appeals – Alternate - term expires June 30, 2026
- Building Board of Appeals – Alternate - term expires June 30, 2025
- DDA/OMS Board – term expires June 30, 2028
- Zoning Board of Appeals – Alternate – term expires June 30, 2027
- Zoning Board of Appeals – Alternate – term expires June 30, 2025

ADJOURNMENT

Motion by Councilmember Owens for adjournment at 7:09 p.m.

Motion supported by Councilmember Ludington and concurred in by unanimous vote.

Robert J. Teich, Jr., Mayor

Amy K. Kirkland, City Clerk

*Due to their length, text of marked items is not included in the minutes. Full text of these documents is on file in the Clerk's Office.